

**Standard Title capitalization should be used for all titles and subtitles -
Do not begin lines with lower case words.
See Example #3 for titles with scientific names**

EXAMPLE #1

1. Title	→	Effects of Vitamin Nutrition on the Immune Response of Hatchery-Reared Salmonids
2. Subtitle	→	no subtitle indicated
3. Type of Report	→	Annual Report
4. Reporting Period in this format	→	January 1984 - December 1984
Authors should be listed in citation order Authors and their organization should be separated by one line		
5. Prepared by:	→	Prepared by:
6a. Author(s)	→	Dave Leith, Project Leader John Holmes, Project Biologist
7a. Author's Organization/ Association	→	Abernathy Salmon Culture Technology Center Longview, WA 98632
and		
6b. Author(s)	→	Dr. Stephen Kaattari, Project Leader Ms. Mary Yui, Research Associate Mr. Tobin Jones, Research Associate
7b. Author's Organization/ Association	→	Department of Microbiology Oregon State University Corvallis, OR 97331
8. Prepared for OR Funded by::	→	Prepared for:
BPA PO Optional	→	Dr. Gerald R. Bouck; Project Officer
9. BPA Listed as project funder in this format	→	United States Department of Energy Bonneville Power Administration Division of Fish and Wildlife P.O. Box 3621; Portland, OR 97208
10a. BPA Project Number(s) 10b. BPA Contract Number(s) in these formats	→	Project No. 1984-045-00 and 1984-045-01 Contract No. DE-AI79-84BP18007
11. Publication Date Month and Year submitted to BPA	→	September 1985

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

**Font Usage [style and size]
should be consistent throughout
the document**

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size

Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

← Paragraphs/groupings
should be single spaced

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EXAMPLE #2

1. Title → Umatilla River Fish Passage Operations Program

2. Subtitle → Fish Passage Operations in the Umatilla River

3. Type of Report → Annual Report

4. Reporting Period in this format → September 2001 - August 2002

Authors should be listed in citation order

Authors and their organization should be separated by one line

5. Prepared by: → Prepared by

6a. Author(s) → Brian C. Zimmerman

7a. Author's Organization/
Association → Fisheries Program, Department of Natural Resources
Confederated Tribes of the Umatilla Indian Reservation
Pendleton, Oregon

And

6b. Author(s) → Bill B. Duke

7b. Author's Organization/
Association → Oregon Department of Fish and Wildlife
Pendleton, Oregon

8. Prepared for **OR** Funded by:: → Funded by

9. BPA Listed as project funder
in this format → U.S. Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
Portland, OR. 97208-3621

10a. BPA Project Number → Project No. 1988-022-00
10b. BPA Contract Number → Contract No. 00004112
in these formats

11. Publication Date
Month and Year submitted to BPA → September 2002

Acceptable Page formatting

Page Margins:

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Headers and Footers

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title page formatting detail.

EXAMPLE #3

Prioritization of Naturally Produced Snake River Spring/Summer

Chinook Salmon (*Oncorhynchus tshawytscha*) and

Summer Steelhead (*O. mykiss*) Populations based on

Population Trends

Reporting Period

Month Year to Month Year

If possible, both **common** and **scientific names** should appear on the **same line** (to accomplish adjust Title font size)

If necessary **common names** may be separated *but* **scientific names** should be on the **same line** with the second part of the **common name** (to accomplish adjust Title font size)

Font Usage [style and size]
should be **consistent** throughout the document

Acceptable Page formatting

Page Margins:

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Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

Prepared by:

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Prepared for:

United States Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
P.O. Box 3621
Portland, Oregon 97208-3621

Project number: 2002-004-00
Contract number: 00011652

Acceptable Fonts

- Times/Times New Roman
- Ariel

Acceptable Font Size Titles:

- Minimum 12 pts.
- Maximum 18 pts.

Body Text:

- Minimum 10 pts.
- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.
- Maximum 12 pts.

Paragraphs/groupings
should be single spaced

August 2004